

Article 13. Severance Pay

Upon voluntary separation of employment, an employee will be eligible for severance pay equal to twenty five percent (25%) of unused sick leave times their hourly rate listed in the working agreement, not to exceed 240 hours.

Article 15. Tuition Reimbursement

15.1 To be considered for tuition reimbursement, the employee must be in good standing and have been employed by the city for at six months. All requests for tuition reimbursement will be considered on a case-by-case basis and approved by the city administrator.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- A. Courses must be related to the employee's present position (whether required for a degree program or not); OR
- B. Courses must be related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

15.2 The city will pay the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota. Employees may elect to attend a more costly school provided they pay the difference in cost. Employees must reimburse the city if they voluntarily leave employment within twelve (12) months of receiving tuition reimbursement from the city. Tuition reimbursement for an individual employee will not exceed \$ 5,000.00 per year.